

## MEMORANDUM

TO: Gregg Mandsager, City Administrator

FROM: Richard Klimes, Director of Parks and Recreation

DATE: August 30, 2012

RE: Proposed Resolution Approving the Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Golf Course Fairway Irrigation Project"

### INTRODUCTION:

Please accept this memo and the attached information as a request to approve the proposed Resolution Approving Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Golf Course Fairway Irrigation Project."

### BACKGROUND:

The "Golf Course Fairway Irrigation Project" will basically replace the old single row hydraulically controlled system with a modern double row electrically controlled system. The new system will provide for more efficient and effective watering of the fairways.

### RECOMMENDATION:

As the project was approved by the City Council in the FY 2012/13 budget discussions, it is staffs recommendation for the City Council to approve the Resolution Approving the Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Golf Course Fairway Irrigation Project."

### BACKUP INFORMATION:

1. Resolution Approving Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Golf Course Fairway Irrigation Project"
2. Notice to Bidders

Thank you for your time and attention to this matter. Please contact me if you have any questions or concerns.

C. Randy Moeller, Golf Maintenance Supervisor

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT,  
AND ESTABLISHING A BID OPENING DATE FOR THE GOLF COURSE FAIRWAY  
IRRIGATION PROJECT

WHEREAS, the City Council for the City of Muscatine, Iowa, has conducted a public hearing to receive comments related to the plans, specifications, and form of contract for the Golf Course Fairway Irrigation Project, and

WHEREAS, following comments received during the public hearing, the City Council must now approve the final plans, specifications, form of contract, and establish a bid opening date for the Golf Course Fairway Irrigation Project;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Muscatine, Iowa, that the plans, specifications, and form of contract for the Golf Course Fairway Irrigation Project.

BE IT FURTHER RESOLVED that a bid opening date is hereby established for Thursday, September 27, 2012 at 2:05pm.

PASSED, APPROVED AND ADOPTED by the City Council for the City of Muscatine, Iowa, on this, the 6<sup>th</sup> day of September, 2012.

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DeWayne Hopkins, Mayor

ATTEST:

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Gregg Mandsager, City Clerk

## ***NOTICE TO BIDDERS***

Notice is hereby given that the City of Muscatine, Iowa, will receive sealed proposals in the office of the City Clerk, City Hall, until 2:00pm, September 27, 2012, for the Muscatine Municipal Golf Course Fairway Irrigation Project for the City of Muscatine. At 2:05pm on the same day the City's Purchasing Agent shall open the bids received and announce the results.

Bids will be reported to the City Council at their meeting at be held at 7:00pm, October 4, 2012. Said proposals shall be acted on at that time or at such later time and place as may then be fixed.

### **Description of the Type and Location of the Project**

This work includes an assembled and installed central/satellite narrow band (existing) new controller upgrade, fairway sprinklers, mains and laterals with all associated equipment for the proper operation of an automatic sprinkler system. This system, when finished, will efficiently and effectively operate. Said system shall prove to be satisfactory in all aspects to the Owner and Owner's Representative and Irrigation Consultant. These specifications are to be followed with due perseverance in all respects.

Proposals shall be submitted on a form furnished by the City and accompanied by a bid security in an amount equal to five (5) percent of the bid and shall stand as security that the successful bidder will enter into a contract for the work bid upon within ten (10) days after acceptance of his proposal by the City.

The City reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days and to reject any and all bids, to waive technicalities and to enter into such contract as it shall deem for the best interest of said City.

The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Payment to the Contractor will be made from funds available for that purpose. Payment will be made on the basis of monthly estimated equal to ninety-five (95) percent of the contract price. The balance of the five (5) percent due to the contractor will not be made earlier than thirty (30) days from the final acceptance of said work by the City, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa. Before final payment will be made, the Contractor shall certify that all materials, labor and services have been paid for.

All work is to be performed and completed under the guidelines of OSHA and in strict compliance with plans and specifications prepared by the Department of Public Works Engineering Division, which have heretofore been approved by the City Council and are now on file for public examination.

Proposed plans, specifications and contractor document may be obtained from EC Design Group, Ltd., 400 5<sup>th</sup> Street, West Des Moines, IA 50265, 515-225-6365, between the hours of 8:00am and 5:00pm, Monday thru Friday until September 21, 2012. A non-refundable charge for documents shall be \$75.00 per set (electronic files will not be available).

This notice is published by order of the City Council of the City of Muscatine, Iowa.

Gregg Mandsager, City Clerk